



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Personnel Specialist				Personnel Specialist	
BRANCH					
Operations and Administration Branch					
DIVISION			OFFICE		
Human Resources Division			Payroll & Benefits Office, Transactions Office		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION (CITY)	
R01	2	3884	174-206-1303-110	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Office-centered		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>Under close supervision of the Personnel Supervisor I at the entry level, and general supervision at the journey and advanced levels. The incumbent is responsible for the work associated with personnel transactions including appointments, separations, payroll, time and attendance reporting, benefits and non-industrial disability. All duties require the incumbent to provide excellent customer service to departmental employees. These duties are performed in accordance with bargaining unit contracts, Personnel Management Liaison Memoranda's (PML's), laws, rules, and regulations. Works with various control agencies, such as the State Controller's Office (SCO), California Human Resources (CalHR), and California Public Employees Retirement System (CalPERS) .</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
<p>The Personnel Specialist reports directly to and receives the majority of their assignments from the Personnel Supervisor I in the Payroll & Benefits Office. Transaction Office.</p>					
SUPERVISORY RESPONSIBILITIES					
N/A					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>Primarily works in a temperature-controlled office with artificial light. Position is primarily sedentary for extended periods of time. The position may require working under tight deadlines and may require several hours of reviewing documents in both electronic and hard copy. Requires use of a personal computer and other standard office equipment. Occasional reaching above shoulder level, occasional bending/stooping, and occasional lifting up to five (5) pounds.</p>					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	45%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed			
Responsible for processing all personnel, payroll, and various documents to appoint, separate, and change the payroll status of employees including Personnel Action Requests (PAR), Employment Action Requests (EAR) (Std. 686), Report of Miscellaneous Hours (Std. 671), tracking and processing Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI) benefit options, and coordinates with the Employment Development Department to ensure accurate compensation to employees. Responsible for completion of appropriate documentation to certify attendance, establish payroll deductions, request overtime and special pay. Responsible for completion of Health and Dental Enrollment forms to enroll, make changes to and cancel benefits such as: Health, Dental, Vision, Flex Elect, Group Legal, Long Term Disability and others. Maintains employee Official Personnel File.			

Relative % of Time Required:	20%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed			
Calculates salary advances, lump sum payments, overtime compensation, out of class pay, determines salary rates upon appointment and other miscellaneous pays. Verifies all payroll warrants are accurate prior to releasing. Responsible for instructing the accounting office of special handling requests for warrants received from the State Controller's Office (SCO). Identifies overpayments, and requests SCO to establish Account Receivables. Responsible for notifying and collecting employees' overpayments through the accounts receivable process.			

Relative % of Time Required:	15%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed			
Tracks and keys leave time for employees and is responsible for auditing employee paper and electric timesheets on the Department's Automated Timesheet System (ATS). Reconcile timesheet and leave discrepancies. Enters employee leave data into the State Controller's Office California Leave Accounting System (CLAS). This includes maintaining state service credits and current leave balances. Communicates regularly with Division Attendance Clerks to share information and to ensure accurate and timely timesheet completion.			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

- Experience interpreting policies, regulations, laws and procedures
- Experience using MIRS to create reports
- Experience and knowledge of position control, processing 607s
- Ability to effectively plan, organize, and manage multiple workloads and competing priorities
- Proficient in the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Incumbent should be able to work well under pressure by prioritizing work load to meet multiple deadlines
- Practices dependability and timeliness in reference to attendance
- Excellent customer service skills

PERSONAL CONTACTS

The incumbent will have contact with Human Resources Division staff, the Office of Equal Employment Opportunity, Executive Directors, Hiring Managers, and Employees of CDE. External agencies include State Controller's Office, California Department of Human Resources, and CalPERS.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor